VENDOR/FIRM ROSTER DIRECTION

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TOPICS

- A. KC Email Request for RFI
- **B.** Vendor Response to RFI
- C. KC Email Notice Documents are available online
- D. Access Solicitation Details and Documents
- E. Example of Solicitations Details web page
- F. For Small Works Roster Only Online Bid Form
- G. Upload Document Proposal or Qualifications Information

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A. KC Email - Request for Interest (RFI)

Your firm has been selected from King County's Small Works Roster as a potential bidder for this Small Works Roster project. Please review the information below to determine your interest in receiving an Invitation to Bid (ITB). If you are interested, log in to your Small Works Roster Account at http://procurement.ingcounty.gov/procurement_ovr/SWRaccount.aspx and indicate your decision under Pending Invitations. You must respond no later than 08/24/2011 at 1:00 PM.

King County anticipates all interested firms will be promptly provided a link to the ITB on King County's Procurement website within 24 hours of the Request for Interest closing date.

All questions regarding this solicitation shall be directed to lyza.gatmaytan@kingcounty.gov.

Project: C99999C11 - Roster Test Title

Summary of Work: description Work will be performed on a Unit Price and Lump Sum basis.

Location of Work: [Use recommended standard language.].

Estimated Contract Price: \$19,999.00

Estimated Contract Time: [Use recommended standard language.]

Anticipated Submittal Due Date: 8/30/2011

Roster Categories:

HVAC

Bid Bond: Not Required

Performance and Payment Bond: Not Required Payment of Prevailing Wages: Required

Retainage: Not Required Insurance: Required

Please log in to your Small Works Roster Account at http://procurement.kingcounty.gov/procurement_ovr/SWRaccount.aspx and indicate your decision under Pending Invitations.

You must respond no later than 08/24/2011 at 1:00 PM.

King County issues a "Request for Interest" email to selected firms initiating the roster solicitations process.

Example RFI.

B. Vendor Response to RFI



An invited vendor/firm needs to respond to the email within specified time noted on RFI.

2. Go to

- Small Works web page -http://procurement.kingcounty.gov/procurement_ovr/SWRaccount.aspx
 OR
- A&E Roster web page - http://procurement.kingcounty.gov/procurement_ovr/AERaccount.aspx
 - 3. Navigate to "Pending Solicitations" tab/panel.
 - 4. Click the appropriate response button.

C. KC Email Notice - Documents available online

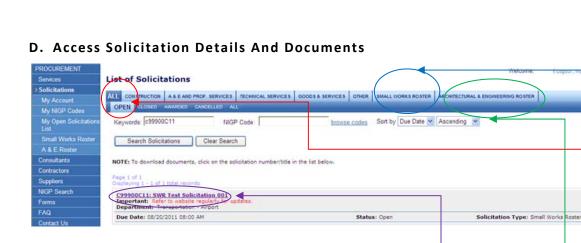
You have recently confirmed with the King County your interest to participate as a bidder/proposer for the above roster and have been added to the Holders List. Solicitation documents are now available on the Internet by accessing the King County Procurement Solicitation webpage.

All questions regarding this solicitation should be directed to [Specialist Name] at [phone number] or [email address].

Thank you.

The County sends a roster email notice to all vendors/firms that responded affirmatively to RFI when documents are available for viewing.

Example Email Notice: Documents are available online.



The roster solicitation is listed under the "List of Solicitations" web page, viewable to the public. However, access to the solicitation detail information and documents is limited to invited vendors who have expressed affirmative interest to participate in the RFI.

- 1. Log-in to http://www.kingcounty.gov/procurement/solicitations.
 - Use default tab setting "All"/ "Open".
 - b. Enter the solicitation number in the Keywords box.
 - c. Click "Search Solicitations" button.
 - d. Click the resulting solicitation number/title hyperlink.

OR

- "Set page tab setting to
 "Small Works Roster/Open" or
 "Architectural and Engineering
 Roster/Open"
- e. Click the appropriate resulting solicitation number/title hyperlink.

E. Example of Solicitations Details web page

Solicitation Details

LIST OF SOLICITATIONS VIEW ONLINE HOLDERS LIST

IMPORTANT: You will only receive email notifications of addenda if you are on the Holders List.

Registered Vendors can add themselves to Holders Lists by going to the View Online Holders List link above.

C99999C11 - Roster Test T	itle
Status	Open
Туре	Small Works Roster
First Ad date	8/22/2011
Due date	9/19/2011 5:00 PM
Contract Specialist	Darren Chernick <u>click for contact info</u>
Notice of Selection date	
Execution date	
Execution value	
Execution vendor	
Cancelled date	
Important	Refer to website regularly for updates.
Department	Prosecuting Attorney Office - Civil
Description	description
NIGP Codes	
	s to viewldownload documents

<u>Туре</u>	<u>Title</u>	Size	Date
ITB	00001 ITB Cover page	unknown	8/22/2011
ITB	00003 Table of Contents	unknown	8/22/2011
ITB	00020 Invitation to Bid	unknown	8/11/2011
ITB	00100 Instructions to Bidders	unknown	8/22/2011
ITB	00130 Prevailing Wages	unknown	8/22/201
ITB	00420 Performance and Payment Bond	external link	8/22/201
ITB	00430 Insurance	unknown	8/22/201
ITB	00440 Qualifications Information	unknown	8/22/201
ITB	00500 Agreement	unknown	8/22/201
ITB	00510 Retainage	unknown	8/22/201
ITB	00700 Standard Terms and Conditions	unknown	8/22/201
ITB	<u>Specifications</u>	unknown	8/22/201
ITB	Contract Drawings	unknown	8/22/201
Online Forms			

Tocuments listed in this page are available in Microsoft Office Word/Excel or Adobe Acrobat portable data format (PDF)
For further assistance please contact procurement web@kingcounty.gov.

The Solicitations Details page has the following parts:

- PART 1: Roster itemized information.
 - PART 2: Project related documents.

 Click a title to download the document.

Applicable only to "Small Works Roster" and "Architectural and Engineering Roster"

- PART 3: Online Forms. Click the form title to access the corresponding web page.
- Small Works Roster:

There are two (2) online forms -

- (1) Bid Form To be completed online, and
- (2) Qualifications Information Document to be uploaded if requested by Contract Specialist.
- Architectural and Engineering Roster:

There is only one online form -

(1) Proposal – Document to be uploaded.

Submit Bid Form

Submit Qualifications Information

F. FOR SMALL WORKS ROSTER ONLY - BID FORM (TO BE COMPLETED ONLINE.)

[ARCHITECTURAL AND ENGINEERING ROSTER, PROCEED TO NEXT PAGE.]

	n					
			ON 00300 - FORM OF B			
5000	No. Programme Company (Sec.		9C11- ROSTER TEST TIT		920100	
warded a	r declares that it has examined all the Con contract, the Bidder agrees to prosecute	and complete the Work	k within the time(s) set	forth in the Contract Docume	nts.	
xtended	s Form, the Bidder shall be required to amounts and Total Bid Price on the Fo n, bidders are encouraged to verify the	m shall be automatic	ally calculated and pr	resented to the Bidder by t	he Proci	rement Website. At their
RICE SUB	MITTAL					
or this U	nit Price and Lump Sum Contract Bidde	rs are to provide a pr	ice(s) for the followin	g work.		
1. Pricin	ng Methods					
A.	Lump Sum Item(s) the Bidder is to provi materials, supervision/management, equ	de the price to perform	all work as specified o	r shown in the Contract Doci	iments f	or the Bid Item including labor, th completing this work.
В.	Unit Price Item(s) the Bidder is to provi Quantities should include all labor, mate- with completing a unit of work. Estimate warrant that the actual amount of Work performed.	ials, supervision/manag d quantities, where app	ement, equipment and, dicable, are provided on	all overhead and profit, as welly as a basis for the comparis	on of bid	other ancillary costs associated is, and King County does not
c.	The work of each Bid Item is specified o	shown in the Contract	Documents.			
Bids	nation of Bids; will be evaluated to determine the lowest I Bid Price proposed by a responsive, resp	Total Bid Price offered onsible bidder.	by a responsive, respon	nsible bidder. A contract will b	e award	ed, if at all, based on the lowest
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e address	iations under the Unit column shall be de	med as rollows. Dr me	ens Day.			
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- 1. All data fields are required.
 - a. Enter proposed unit price.
 - b. Acknowledge addenda. If none, enter zero "0" for both number fields.
 - c. Enter certification information.
- 2. Click "Submit" button.

Notes:

- -/You can "Retrieve" or "Delete" submitted bid/proposal prior to bid due date.
- You have to re-"submit" retrieved bid/proposal.
- All action buttons, "Submit", "Retrieve" and "Delete" are deactivated (grayed-out) after bid/proposal due date.

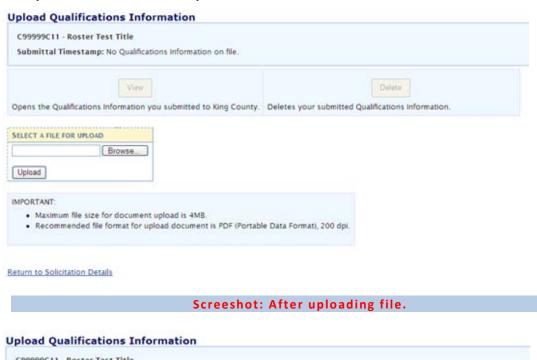
WHAT'S NEXT?

King County will evaluate all submitted bids. A King County Specialist will email the lowest responsive bidder to upload the firm's Qualifications Information document.

When you receive an email from King County requesting for a copy of your Qualifications Information,

- logon to
 http://www.kingcounty.gov/procurement
 and navigate to the List of Solicitations
 (page 3) > Solicitations Detail (page 4)
 web page.
- On the bottom of the Solicitations Detail's (page 4) page is the "Online Forms" section. Click the "Qualifications Information" hyperlink.
- Proceed to next page for direction on "Upload a Proposal/Qualifications Information.

G. Upload Document - Proposal or Qualifications Information





Part of the roster process is uploading a document, identified as follows:

- Small Works Roster:
 - Qualifications Information
 <u>Deadline</u>: Unless otherwise notified by the Contract Specialist, the lowest responsive bidder will be required to upload/submit Qualifications Information document within 24 hours of the request.
- Architectural and Engineering Roster:
 - Proposal
 <u>Deadline</u>: Proposals are due before

 Submittal Due Date/Time.

To upload a document:

- 1. Use the "Browse" button to locate the document on your computer.
- 2. Click "Upload" button.

Note:

- Maximum file size is 4 MB.
- Recommended file format is PDF (Portable Data Format).
- A vendor can "View" an uploaded file at all times.
- Document "Upload" and "Delete" functions are active based on set submission deadlines specified above and deactivated onwards.